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BEVERLY F. HIC  
CLERK OF SUPERIOR COURT  
YUMA, ARIZONA 85364

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA  
IN AND FOR THE COUNTY OF YUMA

IN THE MATTER OF:


APPOINTMENT OF MARGARET RAMOS  
AS COURT ELIGIBILITY WORKER

Administrative Order  
No. 00-003

On January 6, 2000, Martin J. Krizay, Acting Court Administrator, approved a written request by Steven K. Nelson, Manager of the Judicial Assistance Unit to the undersigned for approval of the placement of Margaret Ramos at Pay Grade 12, Step 6, for the position of Court Eligibility Worker in the Superior Court, pursuant to the Rules and Guidelines of the Judicial Merit System (Rule 12.03 Entry Salary).

IT IS THEREFORE ORDERED that effective January 26, 2000, Margaret Ramos is appointed to the position of Court Eligibility Worker and shall be classified at Pay Grade 12, Step 6 and receive an entry salary of \$22,562.

Date this 13<sup>th</sup> day of January, 2000.

  
Honorable Tom C. Cole  
PRESIDING JUDGE

Copies to:

Martin J. Krizay, Acting Court Administrator  
Wally Hill, County Administrator  
Timothy Smith, Finance Director  
Steve Nelson, Judicial Assistance Unit  
Imelda Figueroa, Court Fiscal Control Manager

**Superior Court**  
**Judicial Assistance Unit**  
**Yuma County, State of Arizona**

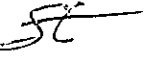
*Tom C. Cole*  
*Presiding Judge*

*Martin J. Krizay*  
*Acting Superior Court Administrator*

*Steven K. Nelson*  
*Judicial Assistance Unit Manager*

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**MEMORANDUM**

**To:** Hon. Tom C. Cole  
**From:** Steve Nelson   
**Date:** January 6, 2000  
**Subject:** Request Your Approval to Hire New Employee at a Higher Salary Step

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Interviews seeking a JAU Court Eligibility Worker to fill an existing vacancy have been completed. There are two applicants that are finalists for the position. Both have extensive eligibility work experience. One has 9.5 years with the State of Arizona as a Vocational Rehabilitation Technician and the other has 5.5 years with the Yuma County Health Department as an Eligibility Worker II. Because of the finalists' extensive experience, I would like to be able to offer a salary above grade 12 step 3. Number 12.3 of the Rules and Guidelines of the Judicial Merit System states, "...Under unusual circumstances the appointing authority may apply in writing to the presiding judge for approval of placement of a new employee above step three."

I am requesting your approval to extend an employment offer at grade 12 step 6 (\$22,562 yr./\$10.8471 hr.) because of the applicant's extensive experience. This matter has been discussed with Marty Krizay and he concurs with this request. Presently the two finalist are making \$10.55 and \$10.11 per hour. Our grade 12 step 3 pay is \$8.9821 per hour. The present JAU budget accounts for three staff positions at a combined total of \$30.95 per hour. If you approve the proposed step increase, the three JAU staff positions will total \$30.24 per hour. This will be a savings of \$ .71 per hour and well within the budgeted amount.

Please call me at 329-9659 if you have questions or would like to discuss any of these matters.

c: Martin J. Krizay  
Imelda Figueroa  
file

# YUMA COUNTY PERSONNEL ACTION FORM

Pay Period Ending Date 2 / 2 / 2000

Dept. # 2900 Dept. Name Yuma County Superior Court/JAU

Effective Date 1 / 26 / 2000

Employee # 39205 Name Ramos, Margaret

## SECTION A APPOINTMENT

Position # 705403 Title Court Eligibility Worker

☐ UNDERFILLED AS:

Reason: ☒ New hire ☐ Reinstatement

☐ Limited ☐ Seasonal ☐ Other

Work Status ☒ Reg. full time ☐ Reg. part time ☐ Temporary

☐ Exempt (Grade \_\_\_\_\_ Step \_\_\_\_\_) ☒ Non-Exempt (Grade 12 Step 6)

Hourly Rate \$10.8471 Salary \$22,562 yr. Hours Scheduled 40

Fund(s)	%
	%
<u>Y100-293-xxxx-00</u>	<u>100</u> %

## SECTION B CHANGES

☐ Board Approved Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Reason: ☐ Title change ☐ Classification ☐ Promotion ☐ New emp prob increase ☐ Dept transfer  
☐ Work status change ☐ Anniv. increase ☐ Demotion ☐ Vol grade decrease ☐ Fund transfer  
☐ Lateral transfer ☐ Reallocation ☐ Other \_\_\_\_\_ (BOS approval required)

	FROM	TO
Department #	_____	_____
Position title	_____	_____
Work Status	<input type="checkbox"/> Reg full time <input type="checkbox"/> Reg part time <input type="checkbox"/> Temporary <input type="checkbox"/> Limited <input type="checkbox"/> Seasonal <input type="checkbox"/> Other	<input type="checkbox"/> Reg full time <input type="checkbox"/> Reg part time <input type="checkbox"/> Temporary <input type="checkbox"/> Limited <input type="checkbox"/> Seasonal <input type="checkbox"/> Other
Reclassify	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt Grade _____ Step _____	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt Grade _____ Step _____
Amounts	Hr rate _____ Salary _____ Hrs schd _____	Hr rate _____ Salary _____ Hrs schd _____
Fund(s)	_____ %	_____ %
	_____ %	_____ %
	_____ %	_____ %

## SECTION C SEPARATION

Reason: ☐ Resignation ☐ Term by Dept.

PAY WITHIN 3 WORKING DAYS

Position# \_\_\_\_\_

No. of hours worked in Pay Period \_\_\_\_\_

Exit interview scheduled? ☐ yes ☐ no

Pay sick leave    yes ☐    no ☐    DOH \_\_\_\_/\_\_\_\_/\_\_\_\_

Term letter attached ☐ yes ☐ no

## SECTION D COMMENTS

INCUMBENT: \_\_\_\_\_ DOT \_\_\_\_/\_\_\_\_/\_\_\_\_

Transfer vacation and sick time.

Leticia Silva was the incumbent.

## SECTION E SIGNATURES

Agency Head _____	Date ____/____/____
H.R. Director _____	Date ____/____/____
Financial Services Director _____	Date ____/____/____

## FOR PERSONNEL USE ONLY

COBRA / Exit Interview Mailed:

Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Int. \_\_\_\_\_

Bargaining Unit \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Int. \_\_\_\_\_

Rehire 2 yr. Policy    Reinstatement Sick Hours \_\_\_\_\_ ☐ Entered

Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Int. \_\_\_\_\_

ORIGINAL: Personnel

YELLOW: Finance

PINK: Dept.